



See reverse side for important requirement regarding grant submissions dealing with matching funds.

Middletown Commission on the Arts Grants Policy

The Middletown Commission on the Arts welcomes grant applications from organizations/businesses and individuals with programs and/or projects that enrich the lives of Middletown residents through the arts.

Types of Grants:

The Commission provides funds to organizations through both **Operational Support Grants** and **Project Grants**. It provides funding to for-profit businesses/individuals through **Project Grants**.

Operational Support Grants provide funding toward the annual operations of non-profit arts organizations.

Project Grants provide funding support for specific projects presented by either organizations/businesses or individuals.

An organization may apply for an **Operational Support Grant** and **Project Grants** within the same granting cycle.

Commission funded programs and projects include, but are not limited to, performances, exhibitions, children's arts programs, arts education, public art, and other arts activities that benefit Middletown and its residents. The Commission is particularly interested in programs that reach residents in all of the community's diversity including minorities, senior citizens, those with disabilities, children and underserved populations.

The Middletown Commission on the Arts does not provide funding for capital projects, endowments or multi-year grants.

Grant Categories:

The Commission offers grants in three categories:

Category 1: Operational Support Grants in any amount; Project Grants greater than \$8,000

Category 2: Project Grants \$1,501 to \$8,000

Category 3: Project Grants up to \$1,500

Eligibility:

Category 1 applicants must submit proof of their 501(c)(3) certification or other proof of their not-for-profit status.

Category 2 applicants must provide proof of not-for-profit status or; for businesses, proof of a minimum three year continuous history. If they can not provide such proof, either an organization that has not-for-profit certification or an established enterprise must provide a Letter of Support of the applicant, under separate cover, to the Commission.

Letter of Support Guidelines

1. Provide a history of the supporting organization's interaction with the applicant.
2. Evaluate the applicant's artistic and/or educational qualifications.
3. Assess the applicant's administrative skills necessary to see the project through
4. Vouch for the applicant's financial integrity, including assurances that funds received from the MCA will be used only for the purposes described in the application.

Category 3 applicants must provide proof of not-for-profit status or; for businesses, proof of a minimum three year continuous history or must provide a Letter of Support, which comes under separate cover from a qualified individual or organization. The letter-writer may use similar guidelines to those listed for Category 2 Letter of Support.



CITY OF MIDDLETOWN ARTS & CULTURE OFFICE/COMMISSION ON THE ARTS
RM. B-11, MUNICIPAL BLDG. • 245 DEKOVEN DRIVE • MIDDLETOWN, CT 06457-3460
PHONE: 860.638.4510 • FAX: 860.638.1949 • WWW.ARTS2GO.ORG



Deadlines:

Category 1 - January 15. Operational Support Grant funding in this cycle is for use in the fiscal year beginning July 1 of the same year. **Project Support Grant** funding in this cycle must have a project start date of April 1 or later. No prior project start dates will be considered.

Category 2 & 3 - September 15. Funding in this cycle must have a project start date of December 1 or later. No prior project start dates will be considered.

Category 2 & 3 - January 15. Funding in this cycle must have a project start date of April 1 or later. No prior project start dates will be considered.

Category 2 & 3 - March 15. Funding in this cycle must have a project start date of June 1 or later. No prior project start dates will be considered.

Criteria for awarding grants:

- The artistic and organizational quality of the organization and/or project and its likelihood of continuing viability or success
- The organization's or project's ability to provide a unique service or fill an unmet need
- The organization's or project's accessibility and service to the Middletown community.

Grant recipients must credit the Middletown Commission on the Arts with its official MCA logo on all press releases, posters, print advertising and programs; and verbally, in all live and broadcast advertising and promotion, according to the grant agreement. In addition, an arts2go.org logo link on recipient's own website and social media is required.

Grant recipients are required to submit the MCA Grant Report Form within 60 days after the completion of the funded program or project.

Application Forms:

Category 1: Please contact the Arts Office at 860.638.4510 or email stephan.allison@middletownct.gov

Category 2: (\$1,501 to \$8,000) please use the MCA Grant Application form. Additionally, a Letter of Support must be submitted directly from the supporting organization or enterprise to: City Arts Office, Rm. B-11 Municipal Bldg., 245 deKoven Dr., Middletown, CT 06457-3460 if applicant is not a certified not for profit or established for-profit business. The Grant Application form is available online at www.cityofmiddletown.com/arts or call the office at 860.638.4510

Category 3: (Up to \$1,500) please use the MCA Grant Application form. Additionally, a Letter of Support must be submitted directly from the supporting individual or organization to: City Arts Office, Rm. B-11 Municipal Bldg., 245 deKoven Dr., Middletown, CT 06457-3460 if applicant is not a certified not-for-profit or established for-profit business. The Grant Application form is available online at www.cityofmiddletown.com/arts or call the office at 860.638.4510

NEW MATCHING FUND REQUIREMENT FOR ALL GRANT APPLICANTS PER CITY CODE

under Middletown Code of Ordinances, Chapter 44, Section 44-11 Federal, state or other grants, Part B and herein transcribed in its entirety:

Municipal grant awards.

Unless specifically approved by the Common Council, all grants requiring the expenditure of any City funds must have a 1:1 matching requirement so that every dollar expended by the City is matched by a dollar expended by non-City sources. No City funds may be used in meeting this dollar-for-dollar matching requirement, nor may any in-kind services be used as equivalents to meet the matching requirement. Every dollar expended by the City must be matched by an actual dollar expended by non-City sources. When applying for municipal grants, the prospective grant recipients must submit copies of the organization's budget from the prior year and the year in which the grant is sought, financial statements for the most current reporting period, and a list of funding sources for the prior year and the year in which the grant is requested. [Added 5-2-2016 by Ord. No. 07-16]